

Morgantown Dance
Parent-Student Handbook
2026-2027



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morgantowndance.org

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Parent – Student Handbook

2026-2027

About Morgantown Dance	2
Morgantown Dance Administration	3
Board of Directors	3
Volunteerism & Giving	3
Morgantown Dance Studio Information	4
Communication	4
Season Calendar	5
Studio Etiquette	5
Foundations Program & Classes	5
Youth and Adult Program & Classes	7
Class Placement	11
Ballet Level Progression	11
Morgantown Youth Ballet Company	12
Productions	12
End of Year Showcase of Dance	12
Policies and Procedures	12
Parent Watch Policy	12
Class Cancellations Policy	13
Attendance Policy	13
Dress Code Policy	13
Electronics Policy	15
Facilities	15
Entrance and Exit	15
Mountaineer Mall & Professional Plaza	15
Lobby	16
Restrooms	16
Kitchen	16
Dancer Lounge & Dressing Rooms	17
Lost & Found	17
Student Health & Safety	17
Liability Waiver	17
Photo/Video Waiver	17
Instructor/Student Contact	18
Injury & Illness	18
Dancing En Pointe	19
Tuition and Payment Information	19
Scholarships & Work Study Opportunities	19
Student Assistants	19
Payment Policy	20
Tuition	20
Behavior and Disciplinary Action	21
Diversity & Inclusion Policy	21
Ethics	22
Morgantown Dance - Code of Ethics & Beliefs	22
Morgantown Dance - Dancer Code of Conduct	23
Morgantown Dance - Parent/Guardian Code of Conduct	23
Frequently Asked Questions	25



About Morgantown Dance

Morgantown Dance is a nonprofit, community organization. We are a non-competitive dance school dedicated to providing students with top-quality training and exposing the community to the disciplines and diversity of dance. Our staff of excellent dance instructors, supported by dedicated staff and volunteers, work hard to provide a positive environment and to challenge students at their own level of experience.

Classes at Morgantown Dance are designed both for those who may wish to pursue a career in dance, and for students of all ages who simply wish to enjoy the many benefits of dance. Instructors place students at appropriate levels according to mastery of dance technique rather than age. For young children in our Foundations Program age determines placement, while also considering social and physical development.

Morgantown Dance offers various performance opportunities for all our students. We are home to the Morgantown Youth Ballet Company (YBC), an audition based performing entity. Twice yearly we hold high-quality community productions at the historic Metropolitan Theatre. Although we do not offer “recitals” for our students, we offer an annual End of Year Showcase. Our Showcase of Dance gives families an opportunity to observe student progress and students an opportunity to showcase what they have learned this dance season.

Each summer dancers may continue their study with ongoing drop-in dance classes at their level. We also offer Jr. and Sr. Summer Intensives, workshops, and Master Classes with accomplished professionals in the dance field. For our younger Foundations dancers, we offer fun, creative movement-based dance camps.

As a nonprofit, volunteerism and cooperation are vital to the well-being of our studio and all families are asked to volunteer in some capacity during the year.



Parent – Student Handbook

2026-2027

Morgantown Dance Administration

Studio Administration

Bailey Turner, Studio Manager - manager@morgantowndance.org

Foundations Program Administrator - foundations@morgantowndance.org

Executive Committee - EC@morgantowndance.org

Artistic Directors

Desiree Witt, Ballet Curriculum Administrator, Community Productions Artistic Director

Ashely Manzo, Community Productions Assistant Artistic Director, Foundations Program Administrator

William Moore, Youth Ballet Company Artistic Director

Board of Directors

Our Board of Directors is composed of leaders from the greater Morgantown area. They provide significant contributions to our nonprofit mission through the governance and financial oversight of Morgantown Dance. These dedicated volunteers ensure that Morgantown Dance is sustainable and continues to develop artistic opportunities for our students and community. If you are interested in serving on the Board of Directors or would like to contact them directly, please email: board@morgantowndance.org

Liz Finklea – President

Patricia Diefenbach - Member

Emma Kitzmiller - Vice President

Mollie Mock Kaufman – Member

Morgan L. Gemondo – Treasurer

Debra Scudiere – Advisory Member

Jillian Frist – Secretary

You can learn more about our board members by visiting:

morgantowndance.org/meet-our-board/

Volunteerism & Giving

Volunteering at Morgantown Dance is a rewarding and enriching experience. Our



Parent – Student Handbook 2026-2027

volunteers are the heart of the studio and assist with taking care of studio maintenance, running community events, fundraising, and more! As a nonprofit organization we rely on our volunteers to help make MDS a place where our dancers can learn and grow.

You can learn more about volunteering at: morgantowndance.org/volunteers

Donors like you sustain the mission of Morgantown Dance by promoting dance education and providing performance opportunities for the greater Morgantown area. Please consider adding Morgantown Dance to your annual giving and/or providing a sustaining gift. Your gift provides the opportunity to bring the arts to life in our vibrant community.

You can learn more about giving to MDS at: morgantowndance.org/donate

Morgantown Dance Studio Information

Communication

Morgantown Dance utilizes the [Dance Studio Pro Portal](#) for class registration, scheduling and more! Families are encouraged to familiarize themselves with all aspects of the portal and download and install the Pro Portal App on [iOS](#) and [Android](#) for on-the-go reference.

Annually, families are required to review and update their dancers' information including, medical history and emergency contacts under "My Students." [Click on student name to access student information.]

Although we use DSP for many studio tasks, studio information and updates are primarily disseminated via email. It is recommended that families check their email regularly for class cancellations, updates and important information. Please be sure to update your email in your Dance Studio Pro Portal to ensure that you receive all communications from Morgantown Dance.

If you need to contact the studio or a faculty member you can easily use your Prop Portal App or DSP to send an email! Simply click "Contact Us" and then select the faculty member you are trying to contact. Morgantown Dance will not disseminate personal email addresses or phone numbers for faculty.



Parent – Student Handbook

2026-2027

Season Calendar

Morgantown Dance follows a Season Calendar that is published and updated on our website multiple times a year. Families are encouraged to reference this calendar often to stay up to date on the most recent happenings at the studio (including days off, registration deadlines, audition dates and more.) You can find it on our website under “Dance School” and then “Season Calendar.”

Studio Etiquette

In order to create a positive experience at MDS, we ask that dancers and families keep the following guidelines in mind:

- Attending a dance class with the proper attire, hair style and shoes tells the instructor that you are ready to participate in class.
- Dancers should arrive at least 10-15 minutes before class begins to give themselves ample time to prepare, warm up and use the restroom.
- Dancers may only bring water into the studio spaces. No food or gum is permitted.
- For dancer safety, studio spaces and restrooms are primarily for dancer use. Families may utilize the lobby and dressing room area.
- Dancers are expected to follow the Morgantown Dance - Dancer Code of Conduct and families to follow the Morgantown Dance - Parent/Guardian Code of Conduct in order to uphold and reflect the values and professional standards of our studio.

Foundations Program & Classes

Classes in Morgantown Dance's Foundations program are grouped into age-specific levels for 2 to 6-year-olds. Foundations classes meet once a week for 45 minutes to 1 hour.

Students are initially placed in a Foundations class based on their birth date, as indicated in the description for each class. However, program flexibility allows for movement to other levels at the discretion of the Foundations staff. This individualized approach takes into consideration the student's ability as well as their age.

Grown Up & Me (2-3-year-olds): The Grown-Up & Me class is for our tiniest of dancers. These youngest students are accompanied by an adult in this class, making Grown Up



Parent – Student Handbook 2026-2027

& Me a great way to bond with your child and to get them socialized at a younger age. Children must be 2 on or before September 1st.

- All Gender Uniform: T-shirt and shorts, or leotard and shorts/leggings, no loose or baggy clothing (bare feet)

Creative Movement (3-year-olds): Creative Movement focuses on learning skills that promote positive classroom interactions (listening, taking turns, raising hand to speak) and basic movement fundamentals (marching, skipping, leaping). Children must be three-years-old on or before September 1st.

- Female Identifying and Nonbinary Uniform: Leotard and tights or leggings (pink or skin tone ballet flats)
- Male Identifying and Nonbinary Uniform: T-Shirt, shorts or fitted pants (black or skin tone ballet flats)

Foundations of Acro (ages 4-6): Foundations Acro focuses on foundational elements of strength, flexibility, coordination and classroom etiquette. Children must be at least 4 years old on or before September 1st.

- Female Identifying and Nonbinary Uniform: Leotard and shorts or biketard (bare feet)
- Male Identifying and Nonbinary Uniform: Fitted T-Shirt and shorts (bare feet)

Foundations of Ballet (ages 4-6): Foundations Ballet focuses on learning how to interact in a classroom, building strength, increasing flexibility, practicing basic coordination, and learning fundamental ballet steps. Children must be at least 4 years old on or before September 1st.

- Female Identifying and Nonbinary Uniform: Leotard, skirt and tights (pink or skin tone ballet flats)
- Male Identifying and Nonbinary Uniform: Fitted T-Shirt and Shorts (black or skin tone ballet flats)

Foundations of Jazz (ages 4-6): Foundations Jazz introduces young dancers to faster-paced dance styles. It focuses on learning how to interact in a classroom, building strength, increasing flexibility, and learning/practicing basic coordination and fundamental jazz steps. Children must be at least 4 years old on or before September 1st.



Parent – Student Handbook 2026-2027

- Female Identifying and Nonbinary Uniform: Leotard and tights (pink or skin tone ballet flats or black jazz shoes)
- Male Identifying and Nonbinary Uniform: Fitted T-Shirt and Shorts (black or skin tone ballet flats or black jazz shoes)

Foundations of Modern (ages 5-6): Foundations Modern focuses on classroom etiquette, building strength, gaining awareness of where the body is in space, and learning about the fundamentals of modern – such as level change and body pathways – through movement games. Children must be at least 4 years old on or before September 1st.

- All Gender Uniform: T-shirt and shorts, or leotard and shorts/leggings, no loose or baggy clothing (bare feet)

Foundations of Tap (ages 4-6): Foundations Tap students will learn fundamental tap steps while developing rhythm, coordination, balance, musicality and classroom etiquette. Children must be at least 4 years old on or before September 1st.

- Female Identifying and Nonbinary Uniform: Leotard and tights (tap shoes)
- Male Identifying and Nonbinary Uniform: Fitted T-Shirt, shorts, socks (tap shoes)

Youth and Adult Program & Classes

Our Youth and Adult Classes are for students 7 years old and up, including adults. Exceptions to age requirements can be made on a case-by-case basis, at the discretion of our Artistic Directors. You can find more information about class placement procedures in the "Class Placements" section of this handbook.

Acro

Classes Offered: Acro I, Acro II, Acro III, Acro III+ (extra skills)

This class focuses on strength, flexibility, and the fundamentals of acrobatics. Note: This is not a gymnastics class. Each year, dancers will be placed in an appropriate Acro level based on their current command of the acrobatic skills and will work progressively towards developing more advanced skills throughout the program.

Dress Code: Form fitting clothing that does not inhibit movement – no skirts. Clothing that exposes the abdomen is not permitted.

Footwear: Bare feet.



Parent – Student Handbook

2026-2027

Ballet

Classes Offered: Ballet PD I, Ballet PD II, Teen Beginner Ballet (10+), Ballet I, Ballet I/II-II Ballet II/III+, Pre-Pointe / Beginning Pointe, Intermediate/Advanced Pointe, Variations, Adult Ballet Basics

After age seven, students will be placed according to ability and experience rather than age through a yearly placement audition by the senior ballet faculty. Most students will begin in our Ballet Primary Division (PD) I or II classes. These levels help build the foundation for intermediate and advanced classes, Ballet I and above. Levels are based on the Russian Vaganova syllabus; see the “Ballet Progression” section for more information.

Dress Code:

- Female Identifying and Non-Binary Students: black leotard, pink or flesh toned tights
- Male Identifying and Non-Binary Students: fitted white t-shirt, black shorts, leggings, or tights

Footwear:

- Female Identifying and Non-Binary Students: pink or skin tone ballet shoes.
- Male Identifying and Non-Binary Students: black or skin tone ballet shoes.

Choreography

Classes Offered: Choreography (Adv)

This class is designed for experienced dancers who are interested in learning how to choreograph their own work. Goals of the class include the mastery of complex movement patterns, musicality, and performance quality, while learning about artistic expression, movement texture, dynamic control, and storytelling through movement.

Dress Code: Form fitting clothing that does not inhibit movement. (Please no skirts or exposed midriff.)

Footwear: Bare feet



Parent – Student Handbook

2026-2027

Contemporary

Classes Offered: Contemporary (Adv)

Contemporary dance is an expressive, fluid style that blends various techniques, emphasizing creativity and individual interpretation. It incorporates elements from ballet, modern, jazz, and hip-hop, and is defined by its versatility, use of improvisation, and focus on emotional expression through movement.

Dress Code: Form fitting clothing that does not inhibit movement. (Please no skirts or exposed midriff.)

Footwear: Bare feet

Irish Dance

Classes Offered: Irish Beginner/Intermediate, Irish Intermediate/Advanced

Irish Step Dancing is one of the most beloved types of heritage dancing, with roots in traditional Irish music and dance. Dancers will learn the steps and forms of Irish Soft Shoe, the percussive rhythms of Hardshoe, and the formations of céilí dances.

Serious students are encouraged to take a ballet class in addition to their Irish classes to help with flexibility, turn out, strength, and technique.

Dress Code: Form fitting clothing such as tights, leggings, leotards, and tank tops. Shorts and clothing that exposes the abdomen are not permitted.

Footwear: The traditional footwear for Irish Step Dancing is the Irish Ghillie (or soft shoe) and the Irish Hardshoe.

Jazz

Classes Offered: Jazz I, Jazz II, Jazz III

Jazz dance is a high-energy, stylized genre that emphasizes musicality, flexibility, and technical skill. Drawing from styles like Broadway, Street, and Contemporary, dancers develop complex rhythms and performance skills through isolations, leaps, and turns. Each class includes a comprehensive warm-up, progressions, and combinations that grow increasingly intricate as students advance.



Parent – Student Handbook 2026-2027

Dress Code: Form fitting clothing such as tights, leggings, and leotards. Shorts and clothing that exposes the abdomen are not permitted.

Footwear: Jazz shoes or bare feet

Modern

Classes Offered: Modern I, Modern II, Modern III, Modern IV, Adult Modern

Modern is a highly expressive style of dance that was created to challenge the structure of other formal dance techniques, though modern dance movements have historically been inspired by other dance styles such as African dance, ballet, and folk dance. Modern dance focuses on cultivating strength and artistry, exploring elements such as level, using the floor, changing the shape and orientation of the body to space, and inverting the body in relation to the floor. Modern dance ranges widely in styles from release-technique and Limon to Horton and Graham, and has a history that dates back to the late 19th century.

Dress Code: Form fitting clothing that does not inhibit movement –leotards, tights or leggings. Shorts and clothing that exposes the abdomen are not permitted.

Footwear: Bare feet

Strength & Conditioning

Classes Offered: Strength & Conditioning (all levels)

Elevate your technique, endurance, and power in this all-levels strength and conditioning class designed specifically for dancers. Through a targeted blend of core stability, dynamic flexibility, and bodyweight resistance training, you'll build the functional strength needed to improve your technique and prevent injury.

Dress Code: Form fitting clothing that does not inhibit movement –leotards, tights or leggings. Shorts and clothing that exposes the abdomen are not permitted.

Footwear: Bare feet

Tap

Classes Offered: Tap I, Tap II, Tap III, Adult Tap

Tap classes develop rhythm, style, and sound. Students will learn a variety of tap styles from Broadway to Rhythm tap. Exercises focus on building flexibility of the knee and



Parent – Student Handbook 2026-2027

ankles, coordination, and speed of movement, with a goal of developing proper tap technique, producing clear tap sounds, and having fun.

Dress Code: Form fitting clothing that does not inhibit movement – shorts, pants, t-shirts, and tank tops. Clothing that exposes the abdomen is not permitted.

Footwear: Tap shoes

Class Placement

All students, except for Foundations, are placed in a class level that is appropriate for the student's level of dance technique. Students are not placed in levels based on age. Student level is determined by the dance faculty. Placement classes are held at the beginning and end of the season for ballet and modern. For other genres of dance, students will be placed by being observed by the pertinent dance faculty during a class.

Ballet Level Progression

Watching your child grow through ballet is a unique and rewarding experience. As a parent, understanding the stages of technical and artistic development helps you support your dancer every step of the way. All dancers progress at different rates. It is usual for students to remain at the same level for more than 1 year. Progression from one level to the next will depend on mastery of skills and not on age. Dancers interested in progressing should be taking the number of classes per week that is recommended at each level.

Ballet PD I (for dancers who have just completed the Foundations program or who have little to no experience), serious students should be taking at least two classes per week.

Ballet PD II (for dancers who have completed all the goals set forth in the Ballet PD I syllabus as determined by the Artistic Directors during a placement class/audition), serious students should be taking at least two classes per week.

Ballet I (for dancers who have completed all the goals set forth in the Ballet PD II syllabus as determined by the Artistic Directors during a placement class/audition), serious students should be taking at least two classes per week.

Ballet II (for dancers who have completed all the goals set forth in the Ballet I syllabus as determined by the Artistic Directors during a placement class/audition), serious students should be taking three classes per week.



Parent – Student Handbook 2026-2027

Ballet III+ (for dancers who have completed all the goals set forth in the Ballet II syllabus as determined by the Artistic Directors during a placement class/audition), serious students should be taking three classes per week.

Students can be (and often are!) placed “between” levels above Ballet I. This means that the dancer has achieved at least half of the goals set forth by the prior syllabus, but they aren’t quite ready to move on to the next level. Ballet I/II and Ballet II/III are treated as independent levels that may come with personalized class suggestions, such as a Ballet II/III student attending both the class designed for Ballet II and the class designed for Ballet III. While levels above Ballet III exist within the Vaganova syllabus, we end our evaluation of the students at Ballet III.

Morgantown Youth Ballet Company

The Morgantown Dance Youth Ballet Company (YBC) exists for youth who are serious about dancing classical ballet and is composed of dancers who serve as the top representation of Morgantown Dance and our rigorous ballet program. The YBC is designed to deepen the student's understanding of classical ballet through the perfection of technical skills. Its secondary purpose is to strengthen and develop skills and values that are translatable outside of dance, such as self-confidence, group work, expression/interpretation, professionalism, etc. You can find more information about the date of our annual Master Class & Auditions on our website under “Season Calendar.”

Community Productions

Each year, our Community Productions program produces two high-quality, full-length ballets which are performed at the historic Metropolitan Theatre in downtown Morgantown. All students at Morgantown Dance ages 6+ are encouraged to audition for a role in the show! All dancers who audition are given at least 1 role. You can find more information about our past performances on our website under “Productions” and upcoming audition dates and show dates on our “Season Calendar.”

End of Year Showcase

Although we do not offer “recitals” for our students, we offer an annual End of Year Showcase. Our End of Year Showcase gives families an opportunity to observe student progress and gives students an opportunity to exhibit all that they have learned this dance season. Dancers are not required to participate in the EOY Showcase. Those who choose to participate will be charged a \$10 costuming fee per student. There are



Parent – Student Handbook 2026-2027

two separate shows, a Foundations Show and a Youth & Adult Show. You can find the date of the annual End of Year Showcase on the “Season Calendar” on our website.

Policies and Procedures

Parent Watch Policy

To help students build independence and keep classroom distractions to a minimum, regular weekly observations are not available to families. Foundations Classes offer two specific parent watch weeks each year, allowing parents to observe their child's progress. Please reference the Season Calendar for scheduled watch weeks. There are no watch weeks for Youth and Adult Classes, though some faculty might invite parents in throughout the year at their own discretion.

Class Cancellations Policy

Information about class or rehearsal cancellation due to inclement weather or unforeseen circumstances will be sent via text and email to dancers and their families. Please be advised, we do not necessarily follow public school schedules and/or other cancellations. A decision to cancel will be made by 3:00pm on the day of the class. If a class is cancelled by the studio, makeup options will be arranged at the instructor's discretion.

Attendance Policy

For a student to gain full benefit from class as well as to limit disruption to the instructor and other students, regular and consistent attendance is required. Repetitive class tardiness may result in the student not being granted admission into the class and eventual removal from enrollment. When registering for class(es), dancers and their families must be committed to attending and participating in the class.

If you/your dancer must miss class, please notify the Studio Manager by reporting the absence in your Dancer Portal by clicking on “attendance” and then “submit an absence” at least 1 hour before the start of the class. This will notify the Studio Manager AND the instructor of the absence. **More than 2 consecutive “unexcused” absences may result in removal from the class.**



Parent – Student Handbook 2026-2027

At the discretion of the faculty, a dancer may be removed from participating in the End of Year Showcase due to excessive absences or tardiness in class.

If a dancer must miss class due to illness or other extraordinary circumstances, please discuss with the Studio Manager any make-up options. These circumstances should be discussed *in advance of the class* the student plans on attending as a makeup, and the makeup should happen as soon as possible.

Dress Code Policy

Proper dress of a student is an essential element for representing Morgantown Dance. Attire should reflect the values and professional standards of our studio.

The dress code for each genre of dance is outlined in this Handbook within each class description and on our website. Students who identify outside of the gender binary may pick and adhere.

Hair - Long hair should be secured in a bun for all ballet classes or pulled away from the face and secured for other dance genres. Short hair should be brushed back off the face and secured with bobby pins or clips.

Jewelry - Dancers should refrain from wearing large or dangling earrings or jewelry to class. Dancers may be asked to remove jewelry if it is interfering with dance instruction. No smart watches are to be worn in class.

If a family requires assistance with attire, the following are available:

- Borrow Closet - Dancers may borrow and return items from the Borrow Closet to be properly outfitted for class at any time. [Located outside of Studio C]
- Discount Dance - Families can access the [MDS Discount Dance Storefront](#) with suggested items for class at discounted rates.
- If families require additional assistance outside of the above options, please contact the Studio Manager.

Not Permitted in any Morgantown Dance Class:

- More than an inch of exposed midriff, inappropriate shirts, sweatshirts or sweaters.
- Leotards or athletic-style shirts or paraphernalia with distracting or offensive printing.



Parent – Student Handbook 2026-2027

Not adhering to the dress code is considered a violation of the Morgantown Dance Policies. The following actions will occur:

- First offense - the individual student(s) will be given one warning.
- Second offense - the student(s) will not be allowed to take class or rehearsal and will have to sit out and take notes.
- Third offense - will require a conference with the student's parents, with the possibility of the student being removed from the School.

Electronics Policy

Students are discouraged from bringing electronic devices to the studio. Morgantown Dance is not responsible for any devices that are lost, stolen or broken. If dancers choose to bring a device to the studio, it must be secured with their personal items.

Photos/recording within the studio space using cameras/cell phones or video recorders is strictly prohibited unless given prior approval by class faculty.

Dancers are not permitted to wear or bring any smart devices into class unless medically necessary with prior authorization by the Studio Manager (this includes cell phones, smart watches, smart glasses, or recording devices of any kind.)

Facilities

Entrance and Exit

The closest entrance to the studio is located near Fresenius Kidney Care at the Mountaineer Mall. When coming to class, please keep in mind that the Mountaineer Mall doors are locked nightly at 9pm. If your class ends after 9pm, use the Morgantown Dance Studio rear entrance. Our back door is located to the right of Senior Monongalians.

Mountaineer Mall & Professional Plaza

Morgantown Dance's main entrance is located inside the Mountaineer Mall. Families are expected to adhere to the Mountaineer Mall Code of Conduct when utilizing the common area outside of the studio. Mall Restrooms are open to families and patrons of



Parent – Student Handbook 2026-2027

the mall and are located down the hall from the studio (hours 8a-8p). Tap shoes are not to be worn in the Mall space as it can cause damage to the floor and cause dancer injury. The Mall is used by many individuals on a daily basis including walkers, patrons of other businesses, and the public. Dancers and their families are expected to uphold the values and professional standards of our studio through their behaviors and actions in this shared public space.

Lobby

Dancers are encouraged to utilize the cubbies in the lobby areas for their belongings during class. The lobby is open to families to wait for dancers during classes. In the lobby areas, families are expected to monitor and supervise the safety of their children. Morgantown Dance appreciates your support in ensuring a clean, safe and enjoyable atmosphere for dancers and non-dancer families.

Restrooms

The restroom is to be used before class to prevent class disruptions. Morgantown Dance has two restrooms for dancer use. If your dancer under the age of 7 needs to use the restroom during class, their Student Assistant will escort them to the restroom and then back to class. If your dancer requires assistance using the restroom, please provide a written note to the Morgantown Dance Studio Manager to have your student brought to their family for assistance using the restroom. Although children do not need to be potty trained to attend class, they will need to arrive in clean pull up diapers prior to class.

Kitchen

Morgantown Dance has a small kitchen area for dancer use. This includes a refrigerator, microwave and a water bottle filling station. We know that many of our dancers spend continuous hours learning at the studio and thus require an area to eat and recharge. Dancers may utilize the microwave and fridge daily but are asked to keep the area clean and tidy.

Snacks *may* be available to dancers in the kitchen area. Families may donate snacks and supplies to be left in the kitchen area for all dancers to utilize. These items are intended for dancer use only and are available as long as the donations are sustained by families. Any donations can be left at the front desk.



Parent – Student Handbook 2026-2027

Please have a conversation with your dancer that snacks are *not always available* and that they should always pack a snack or meal and bring a filled water bottle if they will be at the studio for extended hours.

Dancer Lounge & Dressing Rooms

Dancers should arrive dressed for class. However, if dancers need to change before or after class they are encouraged to use the Dancer Dressing Room located next to our main lobby. Please do not leave any personal belongings in the dressing room after changing. Dancers are encouraged to use the cubbies in the lobby or Dancer Lounge to store their belongings during class.

The Dancer Lounge is available for our upper level dancers to rest between classes. We ask that no food or drink be consumed in the lounge and that dancers utilize the cubbies for their belongings to keep a clear and clean floor space. Dancers should not change in the lounge. Please utilize the Dressing Room for dressing and changing. Dancers should not leave personal belongings in the lounge after class. These belongings will be placed in the lost and found. Dancers should be advised that a partial wall connects to our lobby and that conversations should be kept at an appropriate volume and on appropriate topics.

Lost & Found

The lost and found is located in the main lobby in a large black bin. Any discovered and misplaced belongings left at Morgantown Dance will be placed in the lost and found. Items in the lost and found will be periodically donated. Please remind your dancer to check the lost and found frequently throughout the year.

Student Health & Safety

Liability Waiver

I understand that Morgantown Dance assumes no liability for injuries or damages arising from participation in any dance activities associated with the organization. Morgantown Dance is not responsible for any articles that are lost or stolen.



Parent – Student Handbook 2026-2027

Photo/Video Waiver

I hereby consent that any photographs in which the student named above appears while in a Morgantown Dance activity may be used without identification by Morgantown Dance, its assigns or successors, for illustration and publicity purposes. I understand that such photographs shall remain the property of Morgantown Dance. I further understand that the photographs distributed by Morgantown Dance may be posted or shared by others, and that Morgantown Dance cannot control this use. I hereby consent to the videotaping of performances which will be shared with all production participants.

If a family would prefer for their dancer to not be photographed/video taped during activities at Morgantown Dance, please provide a written letter to the Studio Manager to “opt out” of the photo/video waiver within 30 days of enrollment.

Instructor/Student Contact

Traditionally, dance education often involves instructors providing hands-on corrections to students to physically guide or place students in the correct positions, help the student to engage the proper muscles, etc. Physical, hands-on corrections can be an integral part of the students dance education; however, students may opt out for any reason.

Students who are not comfortable with hands-on corrections must approach the instructor at the start of class. If a student is uncomfortable approaching the instructor directly, please send an email to manager@morgantowndance.org and the Studio Manager will contact the appropriate faculty.

Injury & Illness

All student injuries and accidents in or out of class must be reported promptly to the Studio Manager.

Injuries that occur *on site* at Morgantown Dance, the following will occur:

- An injury report form will be filled out and will be kept on file at Morgantown Dance.
- The Studio Manager will notify the guardian (if the student cannot).
- First-aid will be provided and the injured area will be attended to.

Injuries that occur *off site*, please do the following:



Parent – Student Handbook 2026-2027

- Notify Studio Manager immediately
- Please note that tuition may not be adjusted
- Students who are injured are expected to attend classes and observe until they are cleared.

Injured students will not be allowed to physically participate in any class or classes or rehearsals until the student is cleared by their physician to return to class(es) and physical activity. Parents must provide proof of clearance to the Studio Manager.

Students who become ill during classes/rehearsals must notify their instructor and the Studio Manager. The Studio Manager will contact a guardian on their behalf. Students who become ill during classes and rehearsal will be allowed to sit down or leave the studio once their parents arrive.

Dancing En Pointe

As with our policy for placement for all other classes, Morgantown Dance does not place dancers en pointe by age, but by an evaluation of their strength and technical ability. We are unable to set a definite age or length of training before a dancer may start pointe work; our senior ballet faculty will decide whether the back, hip, abdominal and thigh muscles have developed sufficient strength to be able to wear pointe shoes safely. Without correct posture and strength, there is a risk of damage to the feet and possibly the knee joints and spine. Families should understand that there is always some element of risk involved in pointe work. **Only your dancer's instructor can determine whether they are ready to embark on this training, and whether the timing is right to minimize the risk.** Students who dance en pointe are recommended to take a minimum of two pointe classes per week.

Tuition and Payment Information

Scholarships & Work Study Opportunities

Morgantown Dance offers scholarships and work-study arrangements on a limited basis during the fall and spring terms for students who demonstrate talent, a strong dedication to dance training, and financial need. Information and applications may be obtained from the Studio Manager at the beginning of each term.



Parent – Student Handbook 2026-2027

Student Assistants

The Student Assistant Program is a developmental and educational apprenticeship opportunity for students ages 12+ to work closely with faculty and gain classroom teaching experience. Student Assistants build a resume and learn responsibility and work ethic as a Foundations "Staff" Member. Student Assistants earn tuition credit or community service hours for their time and commitment to the program. Student Assistant sign ups and training occur at the beginning of each dance year; please see the "Season Calendar" on the website for information on when the next training will be.

Payment Policy

All families **MUST** pay an annual \$50 Registration Fee to register for class(es). All dancers **MUST** be registered for all classes that they wish to take. If a dancer must miss class due to illness or other extraordinary circumstances, please discuss with Studio Manager any make-up options. These circumstances should be discussed in advance if possible or as soon as the dancer has recovered from his/her illness.

As many classes move in progression from August thru May, we typically do not re-register or admit students into classes past January. This can be disruptive to the instructor and students already in the class and presents a disadvantage to students just joining. *New students moving to the area may be an exception at the discretion of the Studio Manager.*

If you wish to drop a class, you must do so within one month of registering. If you drop a class past the first month, you will still be responsible for the remaining year's tuition.

Tuition

Our tuition rate is \$17/hour. An hour class is \$17/week, a 45 minute class is \$12.75/week and a 1.5 hour class is \$25.50/week, etc.

The tuition listed per class in the portal is based on 4 weeks. Our classes will run 32 weeks between August and May with a few built-in breaks and make-up weeks. You will receive 8 monthly tuition statements (dividing 32/4); Sept, Oct, Nov, Dec, Jan, Feb, March & April.

We offer multi-class discounts which are figured upon your family's total number of registered classes for all students. The tuition balance is split into 8 recurring tuition statements.



Parent – Student Handbook 2026-2027

We offer an additional 5% discount to any family wishing to pay their entire year tuition balance in full. "Paid in Full" is defined as one-payment in September or 2 equal payments, one in September and one in January for the entire dance year. You may discuss this option with the Studio Manager upon registration. These discounts are applicable only to class tuition and are not applicable to Company Fees, Production Fees, Registration Fees, Other Purchases, etc.

Tuition will be posted to your account in the portal at the beginning of each month. Payments must be made with a PayPal account, credit card, or ACH from your bank account. An AutoPay option is available in the portal, where families may authorize the recurring monthly payment. This monthly payment is reviewed and initiated manually by the Studio Manager and is not automatic within our system.

Our policy is to have contactless payment. **We do not accept cash or checks at the front desk.** Please contact the Studio Manager if you need to make special arrangements for cash or check payments.

All monthly tuition payments will be posted on the 1st of the month. Auto-Pay will run mid-month. Any remaining balance must be paid by the final week of the month. Any payment not made by the end of the month may result in the dancer being removed from class(es). Tuition support options are available; if needed, contact the Studio Manager.

If you have an outstanding balance from the previous year, you **MUST** pay it in full or make payment arrangements with the Board of Directors before registering for classes. Payment arrangements AND tuition payments must be paid on the agreed upon date. Any missed payment will result in the dancer being removed from classes for the next month or until the payment plan and tuition are paid up to date.

Behavior and Disciplinary Action

Diversity & Inclusion Policy

Morgantown Dance admits students of any race, color, sexual orientation, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race,



Parent – Student Handbook 2026-2027

color, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs or any other programs.

Inclusivity

Individuality: We work with students as individuals and encourage each dancer's own creativity and uniqueness.

Race: We celebrate and promote an anti-racist approach to dance. In teaching western art forms such as ballet, it is especially important to understand how ballet can be exclusionary and oppressive when approached incorrectly. We make particular efforts to redirect these stereotypes while also promoting non-western dance forms.

Financial: We are strongly committed to making dance opportunities available to all students. Need-based and merit-based scholarships may be available each semester. Applications are due prior to the start of each semester.

Gender and Sexuality: We welcome dancers of all sexual orientations and gender expressions. If you have questions or concerns about how we can best support you or your child, please contact the Studio Manager.

Ability: We encourage dancers of all abilities, typical and atypical, to give our classes a try. We do our best to accommodate each dancer's unique needs within the limits of our resources, studio features, staff expertise, student:teacher ratio, and other factors. If your child's needs are atypical, please talk with the Morgantown Dance Manager before registering to determine whether a particular class will be appropriate, and, if necessary, what accommodations are possible.

Accessibility: Our studio entrance opens into the Mountaineer Mall. We have ramps and an ADA compliant bathroom within the school. Please contact our Studio Manager with any specific ADA compliant questions.

Ethics

All students are expected to maintain a high standard of ethics in peer and instructor interactions, as well as with all other members of Morgantown Dance, both on and off campus, on tour or at any function where Morgantown Dance is being represented. All Morgantown Dance students must adhere to the Morgantown Dance Student Code of Conduct and the Morgantown Dance Code of Ethics & Beliefs. All parents/guardians must adhere to the Morgantown Dance Parent/Guardian Code of Ethics.



Parent – Student Handbook 2026-2027

Morgantown Dance - Code of Ethics & Beliefs

We, the dancers, faculty, staff, and parents of Morgantown Dance are a community of people who have a high regard for each other and the arts of dance and theatre, and we respect and value the work we do. We consider it a privilege to participate in our community for the performing arts by exemplifying the values of integrity, character, leadership, responsibility, and professionalism.

INTEGRITY: To be a person who leads by example and honors commitments, to be a person other people can count on.

LEADERSHIP: To inspire and serve the people of your class, team, or community through full participation in all dance and/or theatre related activities.

RESPONSIBILITY: To respect and adhere to the policies and procedures of the studio or the organizers of any conference, workshop, or competition.

CHARACTER: To be a person who represents high levels of personal integrity, leadership, and responsibility for oneself and others. A person who has the courage and willingness to face issues and concerns with maturity and dignity.

PROFESSIONALISM: To respect the dance and theatre profession and uphold our values and standards of conduct.

Morgantown Dance - Dancer Code of Conduct

Dancers will...

- Be respectful of all the teachers, staff, and volunteers.
- Respect and support their fellow dancers.
- Bring a positive attitude to class!
- Accept corrections as helpful feedback that will improve your dancing.
- Not distract, bully or harass other dancers.
- Observe traditional class etiquette.
- Listen actively and attentively in class.
- Be early! Dancers are to be prepared and on time for every class.
- Adhere to the dress code.
- Respect the space! Dancers must not engage in horseplay or disruptive behavior in the studio.
- Clean up after themselves.
- Refrain from cursing, using offensive racial or obscene speech, gestures or written materials.
- Refrain from the physical, mental, emotional or cyber bullying of other dancers, staff, and instructors.



Parent – Student Handbook 2026-2027

- Continue to follow Morgantown Dance's Code of Conduct when representing Morgantown Dance at public dance events.
- See something, say something! We all play a role in keeping each other safe.

Morgantown Dance - Parent/Guardian Code of Conduct

Parents...

- Are encouraged to support their child's/children's involvement and help them enjoy the art of dance.
- Must always demonstrate respect for faculty and staff and other dancers.
- Will not engage in inappropriate conduct towards instructors, staff, other dancers, and families.
- Must refrain from the physical, mental, emotional or cyber bullying of dancers, staff, or instructors.
- With regard to injuries, are urged to seek qualified medical opinions promptly.
- Will pick up their children promptly; all dancers under the age of 12 must be picked up by a parent or guardian inside the studio, unless a note from the parent is sent with the child.
- Will contact faculty utilizing the Dance Studio Pro portal, if necessary. [See the "Communication" section of this handbook for more information.]
- Will supervise young dancers and dancer siblings when not in class so not to cause harm to themselves, others or property. Families may be held financially responsible for damage caused due to lack of appropriate supervision.
- Must remember that children participate in dance for their own enjoyment!

On the occasion that repeated failure to comply with the Code of Conduct occurs, Morgantown Dance reserves the right, at its discretion, to dismiss or take disciplinary action on any students or parent/guardian/family member who breach Morgantown Dance's code of conduct.

The following will result in warnings and possible dismissal:

- Any significant, or repeated violation of classroom etiquette.
- Any significant, repeated violation of the dress code.
- Emotional outbursts.
- Multiple unexcused absences.
- Non-payment of tuition.

The following conduct could result in immediate dismissal:

- Any action or event which is a violation of federal, state or local laws including the illegal possession of drugs or alcohol (including underage use of tobacco), or weapons.
- Smoking/Vaping on the premises.



Parent – Student Handbook 2026-2027

- The destruction, damage or theft of Morgantown Dance property or the property of others.
- Unauthorized or inappropriate use of equipment, electronics, costumes or an area of the building, or any other property that is off limits.
- Use of the studios for anything except warming up or scheduled class without the explicit permission of Morgantown Dance.
- Conduct such as physical intimidation or injury, verbal harassment, sexual harassment, bullying or coercion, including by cell phone, on the internet, or on social media.

Please remember – it is a privilege to participate in dance classes and performances. One's behavior must reflect that privilege.

Frequently Asked Questions

How do I stay informed about Morgantown Dance?

Studio information is primarily disseminated via email. It is recommended that families check their email regularly for class cancellations, updates and important information.

When in the studio, be sure to check out the lobby bulletin board and the latest copy of the newsletter to stay up to date on all that is happening at MDS.

Families are also encouraged to join the [Morgantown Dance Parent Group](#) on Facebook to stay informed and connect with other members of the MDS Family.

How do I purchase Morgantown Dance Branded Merchandise for my Dancer?

Our shop is always open and ready for you to outfit your dancer in the latest MDS Merch! Head to our website and click "shop" or visit bit.ly/MDSshop

How do I schedule a private lesson for my dancer?

Individual instruction may be arranged when instructors and studio space are available. Private instruction is intended to supplement, not replace, regular class instruction. A \$15 studio rental fee is required in addition to individual faculty fees. To arrange a private lesson with faculty, please see the Dance Studio Pro Portal and the "Private Lessons" tab or contact the Studio Manager.

What Summer Programs do you offer?



Parent – Student Handbook 2026-2027

Morgantown Dance offers multiple summer opportunities for dancers to continue their education. From weekly classes, master classes, summer intensives, camps and more, our dancers can continue dancing all year long! You can learn more about our summer programming at morgantowndance.org/summer

Does Morgantown Dance participate in/attend any dance festivals?

Morgantown Dance participates in the Dance WV Fall Festival at Cedar Lakes and the WV State Dance Festival in the spring in Charleston, WV annually. Dancers will register for both events in the Dance Studio Pro Portal if they wish to attend.

For additional FAQ's please see our website: morgantowndance.org/faq

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